



DEPARTMENT REVENUE		DIVISION Executor Director's Office	SECTION Accounting and Financial Services/Remittance	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS	
1	Budget Work Papers	Retain by agency for 3 years and then destroy	#1, 2-5	
2	Administrative Personnel Unit Files	Retain until administrative needs ends and then destroy	#1, 11-2	
3	Employees Performance Appraisals - Duplicate Copies	Retain by agency until superseded and then destroy	#1, 11-17	
4	Leave Records Summary- Duplicate Copies	Retain until administrative needs ends and then destroy	#1, 11-27	
5	Leave Slips - Duplicate Copies	Retain until administrative needs ends and then destroy	#1, 11-28	
6	Position Descriptions (PDQ) - Duplicate Copies	Retain until superseded or obsolete and then destroy	#1, 11-43	
7	Policies and Procedures Documentation	Retain 2 years after superseded or obsolete	#2, 40.220, A	
8	Time Cards	Retain 5 years	#2, 90.140, I (CRS 8-72-107)	
9	Interview Records	Retain by Agency for 6 months after hiring decision is made and then destroy	#1, 11-22	
10	Compensatory Timesheets (DR4531)	Retain 3 years	#2, 90.140, A (29 CFR 516.2, 29 CFR 516.5, 29 CFR 1627.3)	
11	Monthly Production Charts and Graphs/Statistics	Retain by agency for 3 years and then transfer to State Archives.	#2, 40.290, C	
12	Armored Service Log	Retain by agency for 2 years and then destroy	#1, 4-2	
13	Purchase Orders and Invoices	Retain until superseded	#2, 30.030, C	
14	Monthly Production Sheets	Retain for 2 years	#1, 1-8	

**NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.**

I request approval of the above records disposition. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature	Date 11/30/2015	Records Liaison Officer's Signature	Date 11.16.15
Attorney General's Signature C. B. for Cynthia H. Coffman	Date 12/8/15	State Auditor's Signature Herri Hunter	Date 1-7-16



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15	General Correspondence - Routine Value	Retain for 2 years	#2, 40.100 B	
16	Vendor Invoices	Retain for 7 years	#2, 30.010 A	
17	Background Check	Retain for 3 years	#2, 90.130 C	
18	Accounts Receivable (A/R) Records *Cash Desk Documents *Deposit Throughput Reports *Validating Log Sheets	Retain for 3 years	#2, 30.020	
19	Remittance Processing Daily Reports	Retain for 2 years	#2, 40.290, B	
20	J and B Software Contract	Contracts signed by delegated state agencies/institutions retained by delegee for six years after the contract term ends	#1, 7, A, 3	
21	Software License	Retain until computer equipment or software is no longer used or needed to retrieve or store data	#2, 55.20, D	
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